Tutorial Guide : New Functionality!
Multi-Column Formatting and Mixing Question Types

ExamView

ExamView Test Generator is software which allows teachers to create customizable tests in seconds using question banks.

In this guide, you'll learn about two new functionalities available, multi-column formatting and mixing question types.

Versions

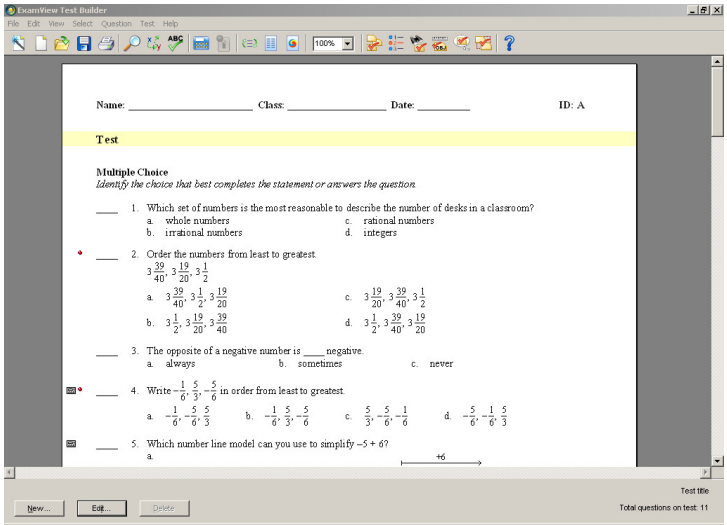
I'm going to be using the latest version of ExamView, but I know that some of you out there have been using Pearson programs with older versions of ExamView.

Those old test banks that you already have installed on your computer will work fine with the latest version of ExamView. In fact, you can install this new version right over any old version of ExamView you're using and all the tests you've created, all your test banks will remain intact. Only the software engine will be updated.

Create a Test

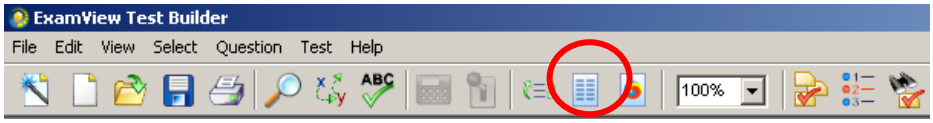
Create a new test, either using the Quick Test Wizard or:

1. Go to the **File** menu
2. Choose **New Test**
3. Name the test
4. Choose questions to add to your test


ExamView Test Builder
Name: _____ Class: _____ Date: _____ ID: A
Test
Multiple Choice
Identify the choice that best completes the statement or answers the question.
1. Which set of numbers is the most reasonable to describe the number of desks in a classroom?
a. whole numbers
b. irrational numbers
c. rational numbers
d. integers
2. Order the numbers from least to greatest.
3. The opposite of a negative number is ____negative.
a. always
b. sometimes
c. never
4. Write in order from least to greatest.
5. Which number line model can you use to simplify –5 + 6?
+6
Test title
Total questions on test: 11
New...
Edit...
Delete

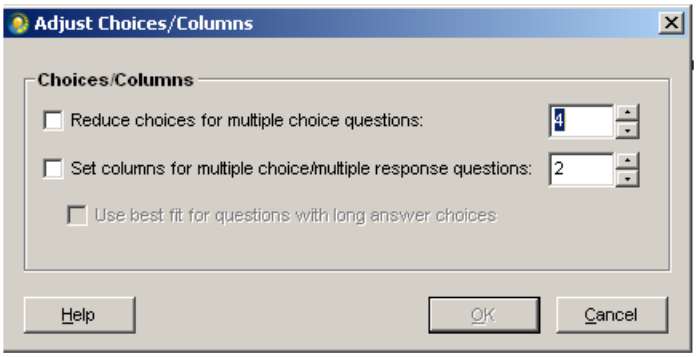
Multi-Column Formatting

Once you have a new test created, you can adjust the number of columns. To create a two column test, click the Two Column button on the toolbar.

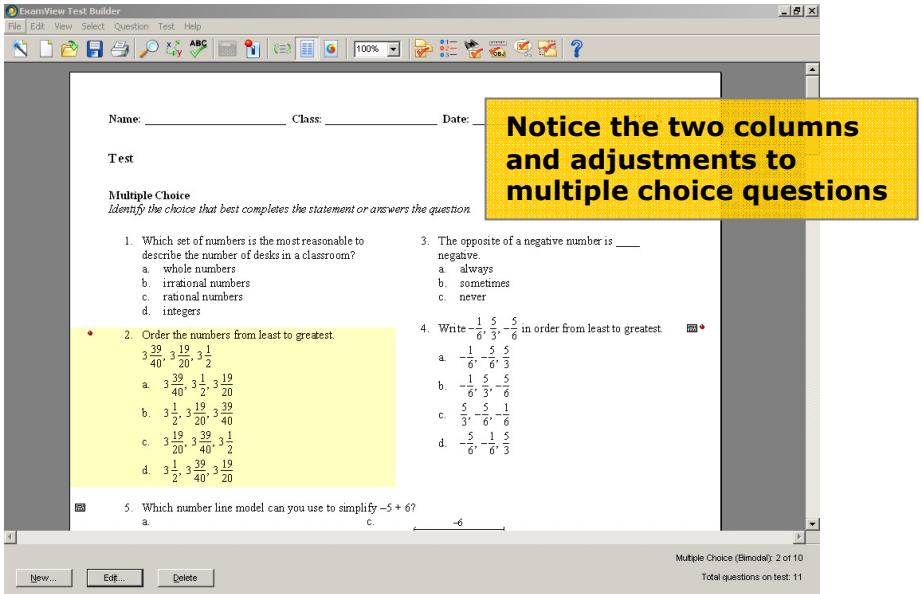


To create a test with more than two columns and to adjust the number of choices for multiple choice questions:

1. Go to **Question** or hit **Ctrl J**
2. Adjust Choices/Columns
3. Place a check mark in the boxes where you'd like to make the adjustments
    a. Choices for multiple choice questions can be reduced to 2, and include up to 8 choices
    b. Columns can be set from 2 up to 5 columns
4. Once you've made your selections, click **OK**



The result will appear:


Name: Class: Date:
Test
Multiple Choice
Identify the choice that best completes the statement or answers the question.
1. Which set of numbers is the most reasonable to describe the number of desks in a classroom?
a. whole numbers
b. irrational numbers
c. rational numbers
d. integers
2. Order the numbers from least to greatest.
3. The opposite of a negative number is ____
a. always
b. sometimes
c. never
4. Write in order from least to greatest.
5. Which number line model can you use to simplify –5 + 6?
New...
Edit...
Delete
Multiple Choice (Bimodal): 2 of 10
Total questions on test: 11
Notice the two columns and adjustments to multiple choice questions

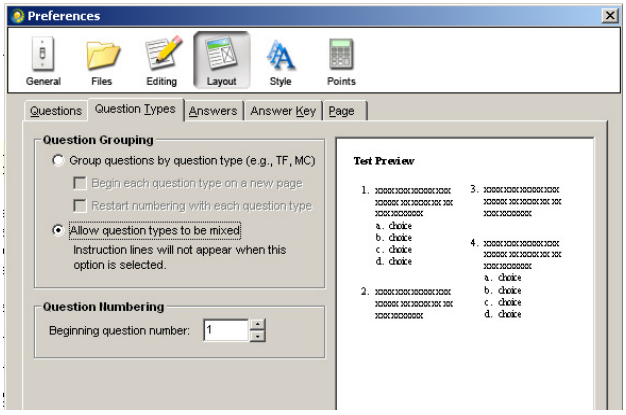
Mix Question Types

Another new features allows you to mix question types. By default, ExamView groups questions by their question type (multiple choice, true false, essay, etc).

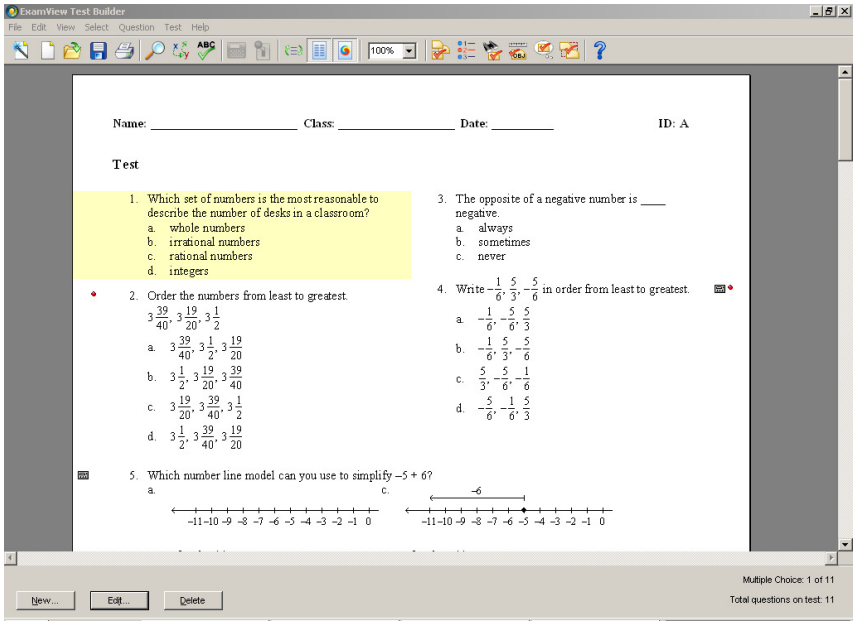
To choose not to group questions by question type:

1. Click the Mix Questions button on your toolbar

2. Or, go to **Edit, Preferences**
3. Click the **Layout** icon and then the **Question Types** tab
4. Select **Allow question types to be mixed** radio button
5. Click **OK**



The test will now have the question types mixed.


ExamView Test Builder
Name: _____ Class: _____ Date: _____ ID: A
Test
1. Which set of numbers is the most reasonable to describe the number of desks in a classroom?
a. whole numbers
b. irrational numbers
c. rational numbers
d. integers
2. Order the numbers from least to greatest.
3. The opposite of a negative number is ____ negative.
a. always
b. sometimes
c. never
4. Write in order from least to greatest.
5. Which number line model can you use to simplify –5 + 6?
New...
Edit...
Delete
Multiple Choice: 1 of 11
Total questions on test: 11

Summary

In this guide, we looked at two new functionalities of ExamView:

1. Multi-Column Formatting
2. Mix Question Types

For a more in-depth look at using ExamView, visit the tutorials on this web site, and the respective guides.

An ExamView 6 User's Manual is also available for a more in-depth look at all functionality of the product.